

**ALBUQUERQUE METROPOLITAN ARROYO  
FLOOD CONTROL AUTHORITY  
JOB DESCRIPTION**

**CLASS TITLE:** Administrative Assistant

**CLASSIFICATION:** Non-exempt

**DATE:** October 22, 2024

**GENERAL PURPOSE**

The Administrative Assistant serves as the initial point of contact for the public and provides comprehensive administrative support across the organization. This role is responsible for time entry, filing, contact tracking, reporting, assisting with procedure development and implementation, and handling project management assignments. The Administrative Assistant will work closely with the Director of Administration to ensure efficient operations and support organizational needs.

**SUPERVISION RECEIVED**

Works under the general supervision and direction of the Director of Administration.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Act as the primary contact for public inquiries, providing information and directing calls or visitors. Communicates with field personnel by radio when necessary.
2. Distributes and routes incoming and outgoing mail to appropriate staff, as well as maintain and issue daily logs.
3. Track and manage external and internal contacts, maintaining a database of key stakeholders and communication records.
4. Handle accurate time entry for staff, ensuring timely submission and reporting.
5. Assist in the preparation and generation of reports.

6. Provide administrative support for meetings and trainings, including scheduling, taking minutes, and distributing necessary documents.
7. Assist with the development and implementation of administrative procedures to improve efficiency.
8. Support project management activities, including maintaining databases and filing project drawings and information, as well as tracking project timelines and deliverables.
9. Scans large drawings and links images files to database management system and computerized mapping system.
10. Act as Records Clerk by maintaining and organizing filing systems, both electronic and physical, ensuring all records are up-to-date and accessible, as well as following AMAFCA retention schedule and IPRA requirements.
11. Serves as primary point of contact for City of Albuquerque 3-1-1 service.
12. Responsible for processing and tracking “check outs / ins” of the AMAFCA library reports, mylars, and as-builts to ensure items are returned in a timely manner.
13. Handles purchasing, tracking, and maintaining inventory for office supplies, equipment, and administrative resources.
14. Enters invoices for payment with proper account coding and approvals.
15. Assists in maintaining and updating AMAFCA’s website.
16. Perform other administrative duties as required to support organizational operations.

## **QUALIFICATIONS**

1. High school diploma or GED, and a minimum of four (4) years of work experience in timekeeping, project administration, a customer-facing administrative role, or related work experience relevant to the position.
2. Registration as a Notary Public or ability to obtain within six months of hire.
3. Must have valid New Mexico Driver’s License.

## **Necessary Knowledge, Skills, and Abilities:**

1. Must be a team player and thrive in a collaborative environment with excellent organizational, analytical, and problem-solving skills.
2. Must have exceptional communication skills with the ability to effectively communicate and work with staff, other government employees and constituents.

3. Strong multitasking skills with attention to detail and with minimal supervision.
4. Must demonstrate ability to maintain confidentiality and to exercise discretion and judgment in responding to requests for information.
5. Ability to keep records and maintain databases.
6. Must have advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe, as well as other databases, email and calendar-keeping software as required for the position.

### **TOOLS AND EQUIPMENT USED**

Computer (including communications, word processing, spreadsheet, and database software); multi-line phone; copier; fax; motor vehicle; and 2-way radio.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to detect when visitors enter the building, converse on the telephone and two-way radio, and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material from floor level up to six feet above the floor.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**OTHER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment contract and is subject to change based on the needs of the employer and the requirements of the position.

New employees will undergo an introductory period of 180 days, during which the supervisor will evaluate performance and overall suitability. This period may be extended at the supervisor's discretion. Employment during the introductory period is at-will, and an employee may be terminated without cause at any time.

**ACKNOWLEDGEMENT**

I have read and understand the duties, responsibilities, and physical demands required for this position.

By signing below, I acknowledge my understanding and acceptance of the responsibilities outlined in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_